



*Return this completed form to
St. Ambrose University, Financial Aid Office
518 W. Locust Street, Davenport, IA 52803*

Your FAFSA has been selected for a process called verification. In order to finalize your financial aid package, please provide us the following information within 30 days.

Student Information

Name _____ SAU student ID# _____ *please print*

Last First Middle Initial

Address _____

Street Apt. no. City State Zip

Date of birth _____ Daytime phone (include area code) _____

2022 Untaxed Income (calendar year 2022)

Please complete this form if all or some of your (the student), your parent's (if dependent student), or your spouse's (if married) IRA or Pension has been rolled over and the rolled over amount is showing on your 2024-25 FAFSA as untaxed IRA distributions or untaxed pensions.

Federal Regulations state that if you receive a lump-sum distribution from a pension, annuity, profit-sharing or retirement plan, IRA, Insurance contract, etc., you can roll over the distribution into another qualified retirement plan or IRA and keep it in a tax-deferred status. These rolled over funds should not be reported on the FAFSA as untaxed income, however if you used the IRS Data Retrieval when completing the FAFSA, the retrieval tool would not recognize the rollover.

Untaxed IRA/Pensions and Annuities distributions may be calculated using 2022 IRS Form 1040 (line 4a plus 5a) minus (4b plus 5b). Please review your individual tax return and indicate if all or some of the distribution was reinvested. Attach the documents showing the rollover, then sign and date this form and submit to the Financial Aid office.

IMPORTANT: Please attach documentation from the financial institution handling the investment to show the amount reinvested or submit your 1099-R for 2022.

Distribution on Tax Return	Total Amount (Line 4a + 5a)	Taxable Amount (Line 4b + 5b)	Untaxed Amount (Total Amount – Taxable Amount)	Amount of Distributions Reinvested
IRA/Pension and Annuity	\$ _____	\$ _____	\$ _____	\$ _____

Certification

By signing this form, I (we) certify that all the information reported is complete and correct. If you are dependent, your parent must sign. Return the form to the St. Ambrose University Financial Aid Office.

Student signature: _____

Date: _____

Parent signature: _____

Date: _____

NOTE: If you are listing a guardian/parent and signing this document electronically with DocuSign you have additional steps to ensure this document is submitted. Directly after signing this document as "student" and clicking "FINISH":

1. You will receive a follow up email from DocuSign with the email header of "Complete with DocuSign:". This is not an error, you will be prompted to forward this document to a parent/guardian for signature.
2. Open this document by clicking on "review document" in the body of said email.
3. A prompt box will display with the header of "Enter Recipient's Information" Enter your parent/guardian's name and email address (note: this cannot be the same email used to sign as student)
4. Notify your guardian/parent to look for an email from DocuSign with the email header of "Complete with DocuSign:"
5. Your parent/guardian can open and sign this document by clicking on "review document" in the email body.
6. Once signed, you will receive notification of it being completed and the completed form will be sent to the Financial Aid Office on your behalf.